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<u>Lesson 1</u> "Introduction & Quick Calculators"

This "Participant's Guide is one Component of "Introduction To CCH ViewPlan"

There are four lessons in the "Introduction To CCH ViewPlan" training course. You should take them in consecutive order.

Each lesson has both a Participant's Guide and an audio file (MP-3). In order to take this lesson you will need the audio file as well as this Participant's Guide.

You will also need a copy of CCH ViewPlan loaded on your PC.

If you do not own CCH ViewPlan software, Call a CCH sales rep at (800) 224-7477, extension 4622 or 4643 to obtain a ViewPlan license

Introduction to ViewPlan Training

- Overview & Objectives
 - Class designed to
 - Introduce new ViewPlan users to components and function of the Software
 - Describe and practice common actions and best practices
 - Upon completion, students should be able to use ViewPlan

• Materials & Methodology

- Participants need
 - MP-3 playback capability (e.g.. Windows Media Player)
 - Participant's Guide (printed)
 - ViewPlan software (installed)
- Combination of audio lecture and hands-on exercises in live software
 - Audio classes MP-3 files
 - Listen to instructor's lecture
 - Periodically stop audio to complete hands-on exercises in live ViewPlan
 - Participant's Guide
 - Illustrates instructor's lecture
 - Step by step instructions for hands-on exercises
 - Take notes in white space

• Classes & Contents

- Lesson 1- Introduction & "Quick Calculators"
 - Basic vocabulary of ViewPlan
 - Simple calculation of "Advanced Transfers"
- Lesson 2 Quick, Simple Workflow Example
 - All the steps of using ViewPlan in very simple example
- Lesson 3 Estate Details, Plans, Reports
 - Looking more closely at the major modules of ViewPlan
- Lesson 4 Additional Features
 - Setting "Preferences"
 - Annotating Reports
 - Importing & Exporting data
 - Etc.

Course Objectives

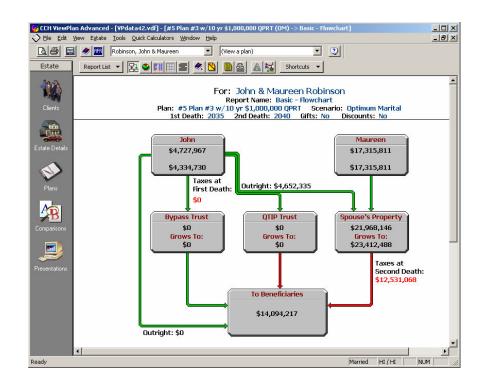


- Upon Completion Lesson 1, you will know:
 - How to navigate through ViewPlan software.
 - How to create and share client information and databases.
 - How to quickly calculate the results of "Advanced Transfers".
- Upon Completion Lesson 2, you will know:
 - How to enter and edit client data..
 - How to view and interpret basic Reports.
 - How to set up and view comparisons of "Plans".
 - How to create client presentations
- Upon Completion Lesson 3, you will know:
 - How to enter and edit detailed client data.
 - How to create "Plans".
 - How to edit "Plans".
 - How to find additional Reports.
 - How to create your own Report Groups for use in Presentations.
- Upon Completion Lesson 4, you will know:
 - How to set up and view calculation audit trail.
 - How to set user preferences.
 - How to embellish reports with explanations and custom notes.
 - How to export client information to and from ViewPlan databases
 - How to obtain further help in using ViewPlan.

<u>Lesson 1</u> "Introduction & Quick Calculators"

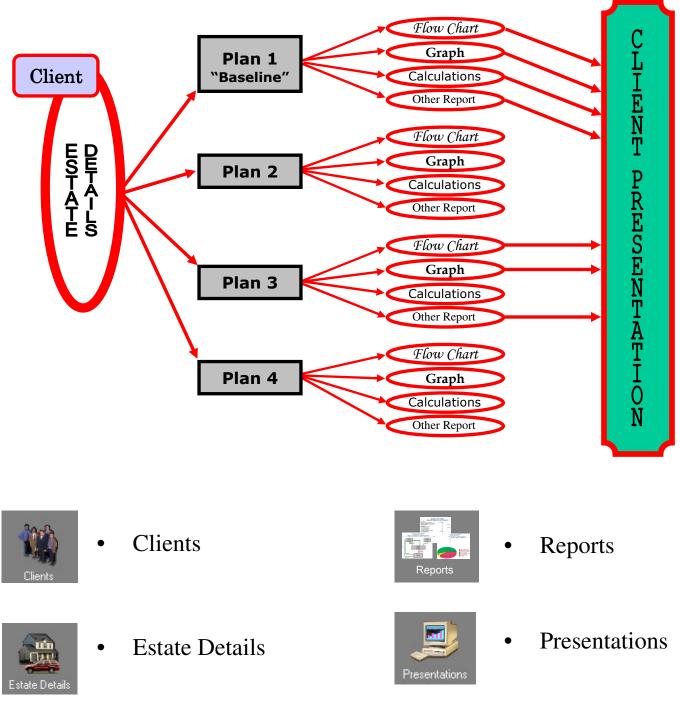
- Introduction to Training
 - Overview & Objectives
 - Materials & Methodology
 - Classes & Contents
- Introduction to ViewPlan
 - ViewPlan Concepts
 - ViewPlan Screen
 - ViewPlan Databases
 - <u>Exercise 1 Create a Training Database</u>
- Quick Calculations
 - Advanced Transfers
 - Exercise 2 Quick Calculation, Create a CRUT
 - Context Sensitive Help
 - Exercise 3 Open Help screen
- Review

<u>What is ViewPlan</u>



• ViewPlan is software designed to assist Estate Planners

- Gathering Client Data
- Simulating the client's expected estate and gift tax liability
 - Test the effect of manipulating a variety of factors to:
 - Reduce expected tax liability
 - Meet client desires
 - Prepare for various contingencies
- Display results of simulations on many different reports
 - Charts and graphs
 - Text and numbers
 - Side by side comparisons
- Share resultant planner recommendations with clients
 - Complete, professional printed client presentations





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Plans



• Quick Calculators



- Clients
 - ViewPlan views one client at a time



- Estate Details
 - Definition of client's circumstances
 - One set per client
 - Current information & future projections
 - Beneficiaries
 - Net Worth elements
 - Gifts
 - "Advanced Transfers"
 - Etc.



- Plans
 - Unlimited number for each client
 - Set of Client & Planner choices
 - Terms of Will ("Scenario")
 - Growth rates
 - Estate Detail information alterations
 - Death dates
 - Law assumptions
 - Advanced Transfer inclusion
 - Etc.
 - Baseline current situation
 - Other Plans
 - "What If --- '
 - Planner Recommendations
 - Contingency analysis



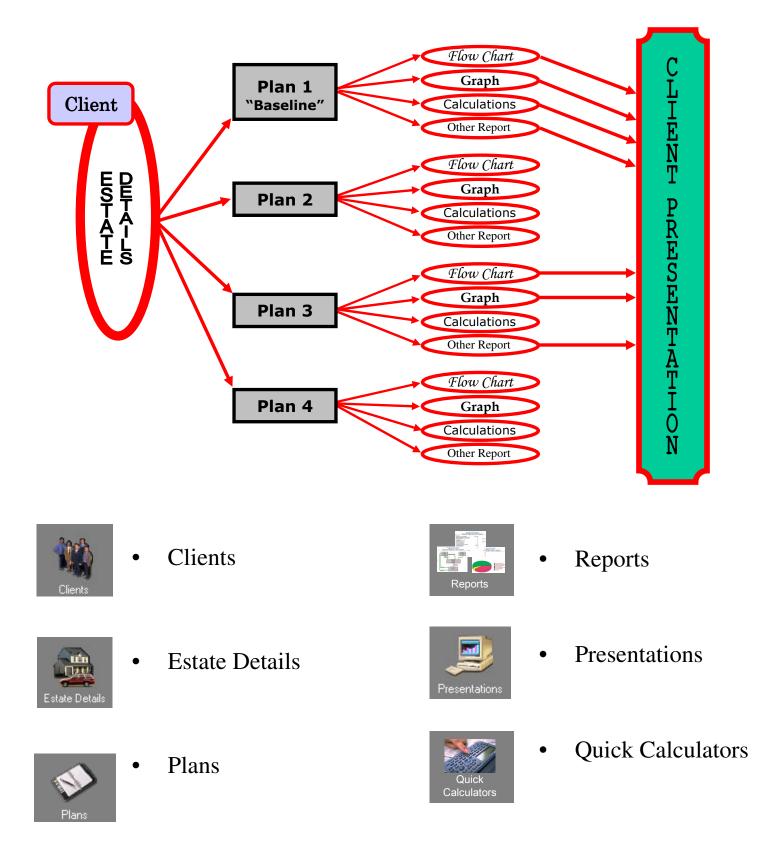
- Reports
 - Simulation of estate distribution
 - Based on Estate Details & Plan choices
 - One complete set for each Plan
 - Styles:
 - Flow Chart
 - Graphs
 - Calculations
 - Details
 - Comparisons of 2 or 3 Plans



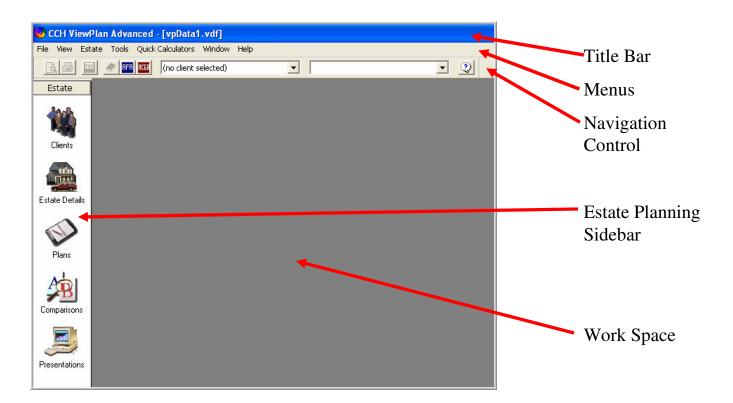
- Presentations
 - Printed output for sharing with client
 - Selection of
 - Plans
 - Reports



- Quick Calculators
 - Computations & Reports without client data
 - Tax
 - "Advanced Transfers"
 - Charitable & Grantor Trusts
 - Installment Sales
 - Etc.

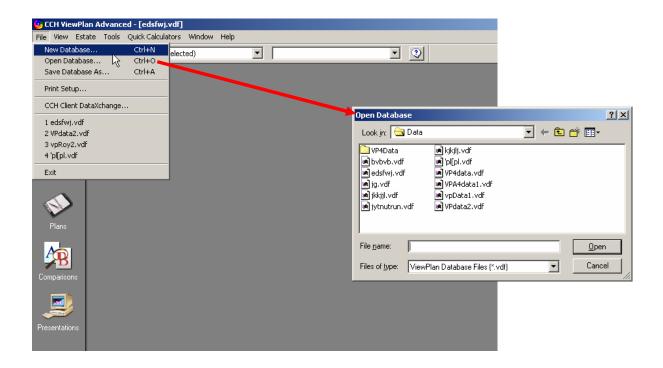


The ViewPlan screen



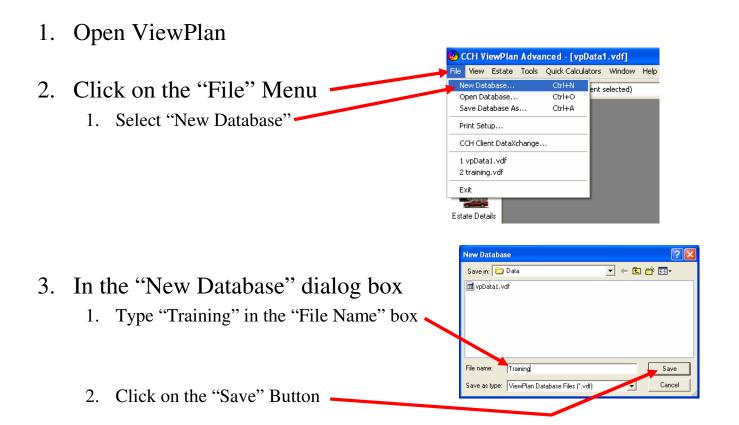
- Title Bar
 - Indicates the database being used
- Menus
- Navigation control
 - Printing, Fax, Bookmark, AFR Icons
 - Client selection
 - Plan selection
 - General Help
- Estate Planning Sidebar
 - Access to ViewPlan functions
 - One client at a time
- Work Space
 - Dialog boxes
 - Reports

ViewPlan Databases



- You may have multiple databases
 - Each Database contains multiple Clients
 - Under "File" Menu:
 - Create new Database
 - Open existing Database
- All Databases
 - Have ".vdf" file extension
 - Are located at:
 - C:\Program Files\CCH\CCH ViewPlan\Data
- When you create a new Database
 - It always contains the sample client data: John and Maureen Robinson

ViewPlan Databases (Exercise 1)



4. Look at the Title Bar

1. You are now using the "Training" Database



5. When you create a new Database

- 1. The Client Data Entry window opens
- Clients 2. It always contains Johr Last nam Robinso Date of birth: 01/01/1957 the sample client data for State of residence: Hawaii - HI Rans VILS, citizer John and Maureen Robinson Maur Comparisons Date of birth 01/01/1958 Robins tate of re Add 👻 Delete Save As.. V US citize **E** resentatio

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Quick Calculations

🥹 CCH View	Plan Adva	nced - [vpData1	.vdf]											
File View Es	tate Tools	Quick Calculators	Window	Help									7	
R (5) I	🔤 🧼 <mark>AFR</mark>	Standard		_	•					port Name	Charitable Remainder Unitrust for: My Client : Advanced Transfer - Charitable Deduction - Ca Plan: QuickPlan Scenario: Standard	iculations Report	_	
Estate	1	Estate Tax							Donor: Client Transfer: CRUT Gift Date: 6/11/2003 Death Year: N/A Duration: Term Only -	Years: 10		Value of Transfer: \$1,000,000 Payout Rate: 5,00% Use Discounts: N/A AIR: 5,0% Growth/Income: 7,00% / 3,00%		
ر ار وار		Gift Tax Generation Skip	ping Tax		Advanced T	ransfers Calculator - CRU	т		Multip	payout pe filed by Tab	ble F factor (based on payout frequency)	\$1,000,000 5.00% 0.952381		
		CRAT			Case:			Select	Minus	rate below	Charitable Ren	4.762% 4.600% hainder Unitrust for: / Client		
Clients		CRUT NIMCRUT (retin	ement)		Prepared For: Attributes	sfer: 11/07/2006	Ouration • Term 10 years	New	Result Factor Factor Differ	fo Dono fo Trans	Plan: QuickPlan r: Client der: CRUT Jater 6/11/2003	Payout Use Dis	f Transfer: \$1,000,000 Rate: 5,00% counts: N/A	
		NIMCRUT Flip Pooled Income I	Fund		Date of tran Value transfo Profile	erred: \$1,000,000	Term 10 years C Life 1 Life Age 1: 0	Save Delete	Result	t 3 <u>Duret</u> r fo Ret	h War: N/A tion: Term Dely- Years: 10 Yoare of Makeup <u>Yoare Trisit Account</u> <u>2003</u> \$1,000,000 0 2005 1,028,401 0 2005 1,028,401 0 2005 1,028,191 0 2006 0,1,38,973 0	ARE: 5, Growth From trust \$27,945 \$27,945 \$30,770 \$4,100 \$4,110 \$6,029 \$2,091 \$2,091	0% (income: 7.00% / 3.00% Cnding <u>Balance</u> \$1,028,601 1,082,191 1,138,573 1,197,083	
Estate Details		CLAT CLUT GRAT			AFR: Growth: Income:	6.0 % 7.00 % 3.00 %	Age 2: 0 Age 3: 0 Age 4: 0	Clear	Prese		Repo	Charitable Remainder U My Client t Name: Advanced Transfer - Plan: QuickPlan Scenario	Jnitrust for: Primary - Flowchart 5: Standard	
		GRUT			Payment Payout rate: Frequency:	5.00 %	Age 5: 0	Close View Report	L .		Denor: Clent Transfer: CRUT Gift Date: 6/11/2003 Death Year: N/A Duration: Term Only - Years: 10 Donor makes a gift to (terrore		Value of Transfe Payout Rate: 53 Use Discounts: N AFE: 5.0% Growth/Income	.00% N/A
Plans		GRIT Private Annuity			Timing: Reports to In						trust. In return for an "income" interest based on the value of	Beneficiary Payments 35,802	\$1,000,000 unitru	formed, the can make ust payment d on the tru
۸L.		SCIN Installment Sale			Primary	Charitable Calculations	Annual Results	Help				Payments to income beneficiaries.		
B		Charitable Gift /									a charitable tax deduction	le Deduction	term, and a	e end of the , the trust p adjusted val to the chari
Comparisons														

- To compute Tax or "Advanced Transfers"
 - Without entering any client information other than minimum necessary for computation
 - Three different Reports
 - Primary Flow Chart
 - Charitable Deduction Calculation
 - Annual Results
- Available Calculators
 - "Standard"
 - Estate Tax
 - Gift Tax
 - Generation Skipping Tax
 - CRAT
 - CRUT
 - NIMCRUT (Retirement)
 - NIMCRUT Flip
 - Pooled Income Fund

- CLAT
- CLUT
- GRAT
- GRUT
- QPRT
- GRIT
- Private Annuity
- SCIN
- Installment Sale
- Charitable Gift Annuity

Advanced Transfers

• CRAT

- A charitable remainder annuity trust is an irrevocable trust that pays a non-charitable beneficiary an annuity interest with the remainder interest going to a charity.
- CRUT
- A charitable remainder unitrust is a trust that pays a non-charitable beneficiary a unitrust interest with the remainder interest going to a charity.
- NIMCRUT
- A Net Income with Makeup Charitable Remainder Unitrust is designed to pay the lesser of the payout percentage or the net income of the trust, so that principal does not have to be invaded if there is insufficient income to permit the payout to be made.
- Pooled Income Fund
- Pooled income funds could be viewed as a variation on charitable remainder trusts. Both provide a lead interest to a non-charitable beneficiary or beneficiaries, with the remainder going to a charity. They are different in that a pooled income fund is created and managed by the charity rather than by the donor, and that the lead interest in a pooled income fund is an income interest rather than an annuity or unitrust interest.
- CLAT
- A charitable lead annuity trust is a gift in trust of an annuity interest to a charity, followed by a non-charitable remainder interest.
- CLUT
- A charitable lead unitrust is a gift in trust of a unitrust interest to a charity, followed by a non-charitable remainder interest.
- GRAT
- A grantor retained annuity trust is a split-interest trust in which the grantor retains an annuity interest.
- GRUT
- A grantor retained unitrust is a split-interest trust to which a grantor transfers property for the benefit of non-charitable beneficiaries while retaining a variable annuity interest.
- QPRT
- A grantor creates a QPRT by transferring a personal residence to a trust, generally for the benefit of the grantor's children. The grantor retains the right to use the residence for a term of years.
- GRIT
- A grantor creates a common law GRIT by transferring property to a trust for the benefit of a "nonfamily" member, while retaining an income interest in the property.
- Private Annuity
- A Private Annuity is where an owner of assets (the transferor) transfers those assets to a transferee (or transferees) in exchange for the transferee's promise to pay the transferor a specified sum -- the annuity amount -- for the rest of the transferor's lifetime.
- SCIN
- A Self-Canceling Installment Note (SCIN) is an ordinary installment note which has the additional feature that if the seller dies before the note is paid, the remaining balance of the note is forgiven and all future payments cease.
- Installment Sale
- An Installment Sale is a disposition of property where at least one payment is to be received by the seller after the tax year in which the disposition occurs.

Quick Calculations (Exercise2)

		lan Advanced - [VPA Training.vdf]
		tate Tools Quick Calculators Window Help
		AFR Standard
		Estate Tax
1.	Pull Down "Quick Calculators" Menu 🦯	- Gift Tax
1.	I un Down Quick Calculators Micha	CRAT
	1. Select CRUT calculator	CRUT NIMCRUT (retirematic)
		NIMCRUT Flip
		Pooled Income Fund
		CLAT
		GRAT
		GRUT
		QPRT GRIT
		Private Annuity
		SCIN Installment Sale
_		
2.	Fill in necessary information	Advanced Transfers Calculator - CRUT
		Case:
	1. "Case" & "Prepared For" are optional	Avepared Eor: John & Joanne Optional Attributes New New
		Date of transfer: 08/11/2005 © Term 10 years
		Value transferred: \$950,000 C Life 1 Life Save
•		Profile Age 1: 0 Delete AFB: 5.2 % Age 2: 0
3.	Select All Report Types	Growth: 7.00 % Age 3: 0 Clear
		Age 4; 0
	1. Primary	Paylent Age 5; 0 Close
	2. Charitable Calculations	Frequency: Annually View Report
		Timing: End of period
	3. Annual Results	Reports to Include
1		Primary in Criginatile Calculations in Africal Resoluts
4.	View report	
	1. Click on "View Report" Button	
	1. Click on view Report Button	
		🥹 CCH ViewPlan Advanced - [
~		🗔 File View Estate Tools Quic
5.	To see how the Reports will look when printed,	
	Click on "Print Preview" button	
		Estate
		Estate
		And
		A05699
	Overside Boreview United Intensi for: Au Claim Report Name: Advanced France - Calculations Report Report Name: Advanced France - Calculations Report Report Name: Advanced France - Calculations Report Report Name: Advanced - Report - Report Name: Advanced - Report - Report Name: Advanced - Report - Rep	
	Denor: Cleast Value of Transfer: \$1,000,000 Ployte Value of Transfer of Value of Transf	Obvirtable Remainder Unitrust for:
	Operating with Year (V) A APR: 5.0% Gift value \$1,000,000 Duration: Terms Dirly - Years: 1.0 Genovity Thread: 7.00% / 3.00%	My Client: Report Name: Advanced Transfer - Annual Results - Calculations Report Plan: Quicklean Scenario: Standard
	Adjusted Revenue of APR 4792% and Transfer Information and Transfer Inf	Denous: Deal Value of true for \$1,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0
	Result 2 0.810000 income	Value Value Manage (1) Nature (2) Manage (2) Instruct (2) Instruct (2) Instruct (2) Instruct (2) Instruct (2) Instruct (2) Ins
	8400 W rate below AV (10%) 0.02448 Satur M rate below AV (10%) 0.021402 0.02560	Test Annual Papente Direction 2001 1.000200 0 52/3.0 51/3.001 10.0004 2001 1.000201 0 52/3.0 51/3.001 10.0004 2001 1.000201 0 51/3.0 10.0004 10.0004 2001 1.000201 0 54/3.0 Fr.0004 1.0004 2001 1.000201 0 50/0.0 60/0.00 60/0.00 60/0.00 2001 1.200201 0 50/0.00 60/0.00 50/0.00
	Less Result 2' DOITION	2811 1.667,29 0 73,086 105,022 1.544,599 2022 1.254,699 0 77,210 111,317 1.654,641 2019 1.054,651 0 50,021 1.644,641 2019 1.054,651 0 50,021 1.646,147
	Brudhy Satur 0.0326 Wildeldw lyft ansat Pressi value of renaider (Dantiala Delastian) \$611326	

Context Help Button

ise:		•	Selec <u>t</u> 🔻
epared Eor: John :	& Joanne Optional		
Attributes		Duration	New
Date of transfer:	08/11/2005		
val <u>u</u> e transferred:	\$950,000	CLife ILife ▼	Save
Profile		Age <u>1</u> : 0	Delete
AFR:	5.2 %	Age 2: 0	
<u>G</u> rowth:	7.00 %	Age 3: 0	chan 1
(ncome:	3.00 %	Age 4: 0	⊆lear
Payment			Close
Payout rate:	5.00 %	Age <u>5</u> ; 0	
Freguency:	Annually 💌		View Report
Ti <u>m</u> ing:	End of period		
Reports to Include		·	
Primary	Charitable Calculations	Annual Results	Help

•

culator - CRUT		CCH ViewPlan Help Help Topics Back Print Options				
•	Select 🔻					
Optional		Using the Charitable Remainder				
2005 • Term 10 years	New	The CRUT calculator is easy to use, but of its features:	very sophisticated. Here are a few			
\$950,000 C Life 1 Life 💌	Save	 Produces calculations for up to five live 	ves			
Age 1: 0	Dglete	 Produces calculator results in ways that clearly illustrate to clients the advantages of differing CRUT scenarios 				
Age 2: 0	Clear	 Dazzles your clients with printed resu 				
Age <u>4</u> ; 0		For more information about CRUTS, see:				
Age 5: 0	Close	Overview of Charitable Remainder Unitrus	ts (CRUTs)			
	View Report					
period		To use the CRUT Calculator: 1 Click the Quick Calculators menu and	I school CRUT			
able Calculations 🔽 Annual Results	Help	2 Fill in the calculator fields:				
		Case				
		Type a name for the case in the space arrow and select a previously saved c				
		saved case, you are not able to edit t				
		Prepared For				
		Type the client name for whom you're this field blank, the default "My Client	2 CCH ViewPlan Help			
		Date of Transfer	Help Topics Back Print Options			
		Enter the date the transfer occurred example, 06/30/2003. This date marks	Overview of Charitable Remainder Unitrus			
			A charitable remainder unitrust (CRUT) is a trust that p			
		Value Transferred Enter the value of the property transf	beneficiary a unitrust interest with the remainder intere The grantor receives both an income tax and a gift tax			
		date.	present value of the charitable interest. The amount of the fair market value of the property transferred to the			
		AFR Enter the applicable Code Sec. 7520 r	value of the unitrust interest. Assuming the unitrust par by someone other than the donor, gift tax will be payab			
		transfer date or the rate for either of	value of the lead interest, unless, of course, the donor			
		Code Sec. 7520 rate is 120% of the f compounding, rounded to the nearest	credit left or the transfer is completely covered by the Note that the gift tax annual exclusion may also be use			
			value of the lead interest.			
		The unitrust interest is really a variable annuity. The re interest receives periodic payments equal to a fixed per				
		assets revalued annually. Code Sec. 664(d)(2)(A) requi percentage be at least 5%.				
Help butto	ns on d	Read more about this topic				
Taka uga	n dinaatlu	See <u>CCH FINANCIAL AND ESTATE PLANNING ¶2180</u>				
 Take user 	unecuy	and the discussion beginning at <u>CCH FEDERAL</u> ESTATE AND GIFT TAX REPORTER 1 17,075.015 for				
 Detailed i 	instructio	more information on charitable remainder trusts. See, also, <u>DRAFTING THE ESTATE PLAN: LAW AND</u>				
		FORMS BY D.A. HANDLER AND D.V. DUNN 18.05 and ESTATE PLANNING BY A.J. CASNER AND J.N. PENNELL 14.3.2 and PRICE ON CONTEMPORARY				
• Purp	ose of dial					
• How	v to use	ESTATE PLANNING 8.22. For more information on the estate tax deduction pertaining to charitable				
		remainder trusts, see the discussion beginning at CCH FEDERAL ESTATE AND GIFT TAX REPORTER				
• Mea	ning of fie	<u>¶6420.01</u> . For more information on the gift tax deduction pertaining to charitable remainder trusts.				

User "Tips" ٠

- Links to related functions •
- "Overview" help screens
 - More than just "how to use the software" •

ists (CRUTs) pays a non-charitable

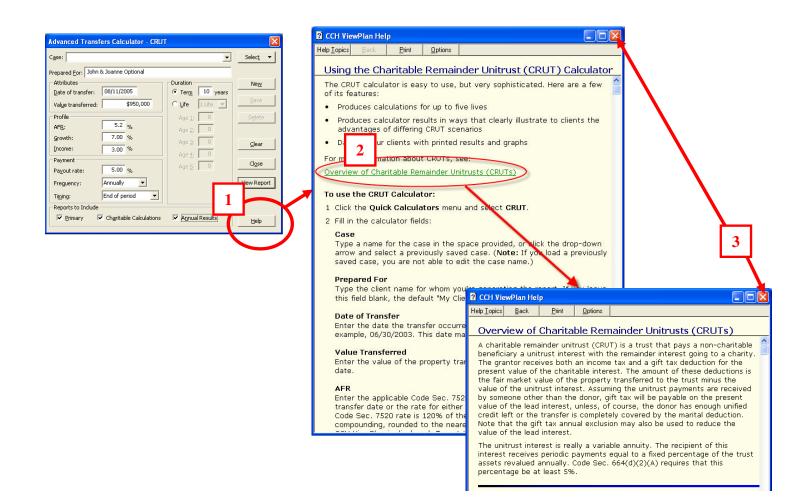
rest going to a charity. ax deduction for the of these deductions is he trust minus the avments are received able on the present or has enough unified e marital deduction. sed to reduce the

recipient of this ercentage of the trust uires that this

'nd <u>Bet20.01</u>. For more information on the gift tax deduction pertaining to charitable remainder trusts, see the discussion beginning at <u>CCH FEDERAL</u> <u>ESTATE AND GIFT TAX REPORTER 11.621.01</u>. For a detailed explanation of the steps involved in calculating the value of the CRUT remainder interest, see <u>CCH FINANCIAL AND ESTATE</u> <u>PLANNING **1**7455.20</u>, **1**7455.25, and **1**7455.30

<u>Context Help Button</u> (Exercise 3)

- 1. Click on the "Quick Calculators" Menu
 - 1. Select CRUT
- 2. Click on "Help" button (1)
 - 1. Read help screen
 - 2. Scroll back to the top
 - 3. Click on "Overview of Charitable Remainder Unitrusts CRUTS" link (2)
- 3. Click on "X" in upper-right corner of Help window to close it (3)



<u>Review of Lesson 1</u> "Introduction & Quick Calculators"

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 - Simple calculation of "Advanced Transfers"
 - Lesson 2 Quick, Simple Workflow Example
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 - Lesson 4 Additional Features

• Introduction to ViewPlan

- ViewPlan Concepts
 - Flow Chart & Modules
- ViewPlan Screen
- ViewPlan Databases
- <u>Exercise 1 Create a Training Database</u>
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